**CONTRACT RENT INCREASE REQUEST FORM 2021**

**Instructions:** Completely fill out this form and submit to the Coastal Community Action, Inc. HUD Rental Assistance office no more than 90 days and no less than 60 days **prior to** the effective date of the rent increase. **This is the only acceptable form for rental increase requests.**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am the owner/manager of the rental property located at:

Unit street #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Apt. #:\_\_\_\_\_\_\_\_\_\_\_

City State & Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tenant’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Bedrooms in unit: \_\_\_\_\_\_\_\_\_\_

I am requesting that the monthly contract rent for this tenant be increased to:

$\_\_\_\_\_\_\_\_\_\_\_, effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2021.

I understand that the contract rent I am requesting in subject to Rent Reasonableness. I am aware that in accordance with HUD Regulations, CCA HCV Program must update my original contract rent by the latest Rent Reasonableness determination, which may decrease the contract rent amount.

**\*\*\*\*Requests for rental increase for initial year (first year) leases will be denied per contract guidelines\*\*\*\***

Owner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Office Use Only:**

**Date Received:** \_\_\_\_\_\_\_\_\_\_**Date Processed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Fair Market Rent:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **HDI: \_\_\_\_\_\_\_\_\_\_\_\_**

**Amount Approved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Increase Effective:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason Denied:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_